PHILIP MORRIS U.S.A.

INTEROFFICE CORRESPONDENCE

Richmond, Virginia

To: Research & Development Personnel **Date**: February 4, 1998

From: Charity M. Harris

Subject: Record Disposal Suspension Notice – February 3, 1998

Attached is a copy of a memorandum from William Lynch in the Philip Morris New York Legal Department advising an additional suspension of document disposal. Please read it carefully, initiate the appropriate actions, and file this memorandum in your Philip Morris USA Records Management manual behind Appendix A with previous suspension notices.

Attachment

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